



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	September 22, 2006	Closing Date:	October 6, 2006
Job Title:	Civil Assistant	Position Type:	Regular Full Time
PIN:	059930	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary Range:	J06 \$27,588 - \$39,849
Financial Disclosure:	No	Entry Range:	J06 \$27,588 - \$32,689 (Depending on Qualifications)

Regular state employees subject to promotion/demotion policy

Essential Functions: Works in all areas of the Civil Department. Processes and maintains civil case files by reviewing pleadings, typing docket information and establishing case file folders for the documents. Processes mail to maintain civil case file. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares civil summonses and other writs. Indexes new cases and judgments using a computer keyboard. Serves as a cashier as needed.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous legal experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and provide information to customers. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a cash register and have math skills necessary to calculate fees. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.